



DEPARTMENT OF DEFENSE



Defense Civilian Personnel Advisory Service

# **Unemployment Compensation for Federal Employees (UCFE) and Defense Injury Unemployment Compensation System (DIUCS)**

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# Bottom Line Up Front

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- General overview of the Unemployment Compensation for Federal Employees (UCFE) Program
- Defense Injury Unemployment Compensation System (DIUCS) Training

# Agenda

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- What is the UCFE Program?
- Who May Apply and Who is Charged?
- Eligibility Requirements for Unemployment Compensation (UC) Benefits
- Disqualifying Income
- UCFE Administration
- Personnel Office Responsibilities
- Standard Form (SF) - 8, UCFE Program, Unemployment Insurance for Federal Workers
- ES-931, Request for Wage and Separation Information - UCFE (ES-931)
- Supporting Documentation
- DIUCS
- Department of Labor UCFE Automation
- Resources

# What is UCFE?

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- The Unemployment Compensation for Federal Employees (UCFE) program provides a weekly income for a limited period of time to unemployed Federal civilian workers who qualify.
- Income tax - see DOL comparison of state laws.

# Who May Apply?

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- Any Federal employee who separated or in non-pay status for 7 or more consecutive days may apply for UCFE benefits.
- The State makes a determination on whether or not the individual is eligible to receive UCFE benefits.

# Who is Charged?

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- The States pay UCFE benefits and, then they are reimbursed by Department of Labor (DOL).
- DOL charges Federal Agencies on a quarterly basis
- Federal Agencies are charged on a dollar for dollar basis

# Eligibility Requirements for Benefits

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- To qualify for benefits employees must have
  - Earned a specified amount of wages during the base period
  - Separated through no fault of their own (e.g. reduction in force, base closure transfer, etc.)
  - Must be able and available to accept work

# Disqualifying Income

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- UCFE benefits may be reduced or eliminated in part or in whole due to receipt of:
  - Workers' compensation, severance pay, back pay, other employment including part-time, and terminal annual leave payments.
  - Pensions contributed to by the employer.



# UCFE Administration

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- DOL – Office of Workforce Security
- 53 State Employment Security Agencies (SESAs) includes D.C., Puerto Rico, and the Virgin Islands
- Defense Civilian Personnel Advisory Service
- DoD Components
- HROs

# Personnel Office Responsibilities

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- Issue a SF-8, Unemployment Compensation for Federal Employees (UCFE) Program, Unemployment Insurance (UI) for Federal Workers
  - Inform employees of the importance in submitting the SF-8 to expedite processing of their UC claim
- Complete the ES-931, Request for Wage and Separation Information
  - Ensure the most current SF-50 reflects the reason for separation
  - For accuracy and accountability use DIUCS
- Assist with UCFE appeal hearings

# SF-8, “Notice to Federal Employee About Unemployment Insurance”

- When an employee is separated or in non-pay status for 7 consecutive days or more the employee must be given an SF-8, “Notice to Federal Employee About Unemployment Insurance”
- 20 CFR 609.20 (b) requires Federal agencies to provide a SF-8 to each employee:
  - at the time of separation
  - when transferred from one payroll office to another
  - when an employee is in non-pay status for 7 consecutive days or more

## TAKE THIS FORM WITH YOU IF YOU GO TO FILE A CLAIM

### UNEMPLOYMENT COMPENSATION FOR FEDERAL EMPLOYEES (UCFE) PROGRAM

#### NOTICE TO FEDERAL EMPLOYEE ABOUT UNEMPLOYMENT INSURANCE

This form has been given to you because (1) you have been separated from your job, or (2) you were placed in a nonpay status, or (3) your records have been transferred to a different payroll office.

*Unemployment insurance (UI) for Federal workers.* When unemployed, Federal workers may be entitled to UI benefits similar to those of workers in private industry. If you become unemployed or are in a nonpay status and want to FILE A CLAIM, go to the nearest LOCAL PUBLIC EMPLOYMENT SERVICE OFFICE of the STATE EMPLOYMENT SECURITY AGENCY to register for work and file your claim for UI. Your ELIGIBILITY for UI CANNOT be determined until AFTER you file a claim. DO NOT DELAY filing a UI claim; if you wait, your unemployment benefits may be reduced or you may not qualify for any benefits.

To help EXPEDITE your claim, take THIS FORM with you, your SOCIAL SECURITY ACCOUNT NUMBER CARD, the OFFICIAL NOTICE of your most recent employed by a Federal agency, SEPARATION or of your present NONPAY status (Standard Form 50 if available), EARNINGS and LEAVE statements, or similar documents that indicate you were employed by a Federal agency.

3 Digit Identification FEDERAL AGENCY	
Washington State National Guard	CODE NO. 422
Support Persnl Mgmt Office	
Camp Murray Building 33	
Tacoma, WA 98430	

**FEDERAL AGENCY** will insert in the box:  
**1st line** - Parent Federal Agency Name and 3 digit code number  
**2nd line** - Major Component (if any)  
**3rd and 4th line** - complete address to which all forms pertaining to a claim should be sent (ES-931, 931A, 934, 936, and notices of appeal, hearings, and determinations)

To be completed by the Federal Agency:  
Contact Name/Office  
Lewis Purcell  
WA ST National Guard  
Telephone No. (include area code)  
(253) 512-8975

**KEEP THIS FORM and TAKE IT WITH YOU** if you file a UCFE/UI claim for unemployed Federal workers provided by Federal law (U.S. CODE, Title 5, Chapter 85). For more information about UCFE/UI, read the REVERSE SIDE of this form.

NSN 7540-00-834-3964

STANDARD FORM 8 (REV. 6-87)  
Prescribed by Dept. of Labor  
20 CFR 609

# Completion of SF-8

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- Federal Identification Code (FIC) of the owning agency
  - 420 - Army National Guard
  - 421 - DOD except AF, AR, NG and NV
  - 422 - Army
  - 423 - Navy
  - 424 - Air Force
  - 428 - Air National Guard
- Address and telephone number of the Civilian Personnel Office (CPO)/Human Resources Office (HRO)
- Name and phone number of a contact person for additional information
- Provide FIC and destination code below the phone number

# ES-931, “Request for Wage and Separation Information”

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## ES-931:

- Sent by the SESA to obtain employment, wage and separation information

20 CFR 609.21 Within four workdays after receipt from a State agency of a request for Federal findings on a form furnished by the State agency, and prescribed by the Department, a Federal agency shall make such Federal findings, complete all copies of the form, and transmit the completed copies to the State agency. If documents necessary for completion of the form have been assigned to an agency records center or the Federal Records Center in St. Louis, the Federal agency shall obtain the necessary information from the records center. Any records center shall give priority to such a request.

# ES-931, “Request for Wage and Separation Information”

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## Obtaining information for claim determinations:

- 20 CFR 609.6(e)(2) If Federal findings have not been received from a Federal agency within 12 days after the request for information was submitted to the Federal agency, the State agency shall determine the individual's entitlement to UCFE on the basis of an affidavit completed by the individual on a form prescribed by the Department. In addition, the individual shall submit for examination by the State agency any documents issued by the Federal agency (for example, SF 50 or W-2) verifying that the individual performed services for and received wages from such Federal agency.
- Pension, severance, and terminal annual leave information are also requested on the form

# Supporting Documentation - From Agency

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- Adverse actions should include both:
  - Proposed decision
  - Final decision
- Resignations should include:
  - SF-52 – Request for Personnel Action Resignation letter submitted by the employee
- Employee's name and Social Security Number (SSN) should be included on each page.

# Defense Injury Unemployment Compensation System (DIUCS)

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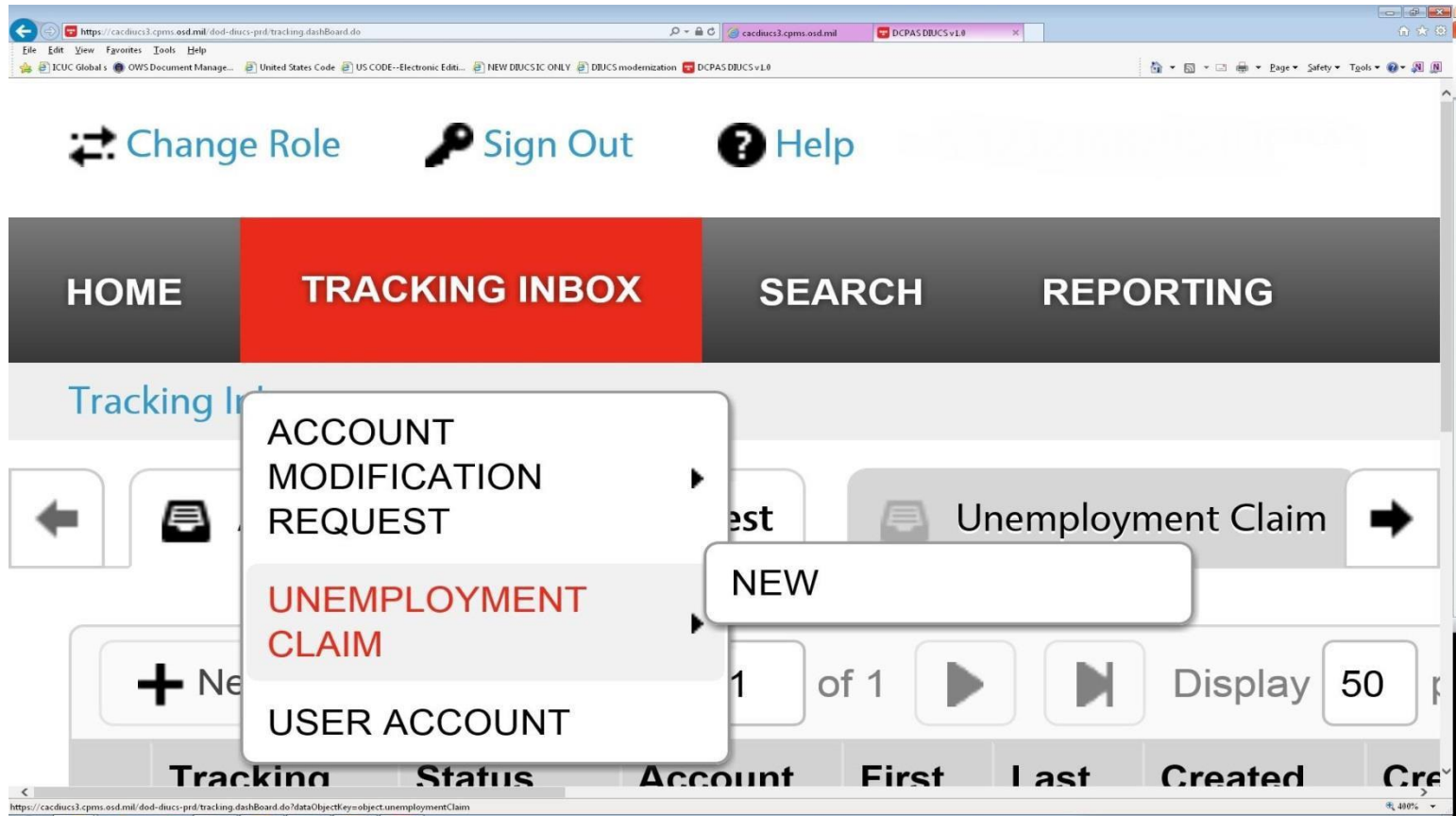
## Benefits of DIUCS:

- Using the tracking system
  - Provides a centralized source of claims
- Query System
  - Assists in the reduction of duplicate claims
- Creating a claim
  - Source for obtaining wage information such as:
    - Severance pay
    - Voluntary Separation Incentive Payments (VSIP)
- Definitions of each screen
- Reports and CPO listing



# UC Claim Create Screen

- Go to TRACKING INBOX
- Click UNEMPLOYMENT CLAIM then click NEW



# UC Claim Create Screen cont'd

- Enter the claimant's SSN with or without dashes and click SSN SEARCH.
- When you click OK the claimant's information will generate on the screen

The screenshot displays the DCPAS DIUCS v2.6.0 web application interface. The browser address bar shows the URL <https://diucs3stby.cpms.osd.mil/dod-diucs-tst/tr>. The page header includes navigation links: [Change Role](#), [Sign Out](#), and [Help](#). A security banner states: "The highest possible classification for this system is Sensitive But Unclassified (SBU) // For Official Use Only (FOUO) Thu Jul 12 2018 15:05:55 GMT-0400 (Eastern Daylight Time)". The user is identified as "DCPAS DIUCS v2.6.0 - CRAWFORD.ROSA.1232168796 (UC Administrator)".

The main navigation bar contains: HOME, TRACKING INBOX, SEARCH, and REPORTING. The breadcrumb trail shows: Tracking Inbox » New Unemployment Claim ».

The "CLAIM INFORMATION" form includes the following fields:

- SSN:  (with a clear button 'x')
- SSN Search:
- Last Name:
- First Name:
- Middle Name:
- NAF:
- DOD Component:
- Subelement Code:
- Agency CPO:
- FIC Code:

Below the form, there are additional fields:

- State Filed:
- Challenge Intended: ☐ Yes ☒ No
- Federal Service Verified:
- Date Claim Created: 07/12/2018
- 931 Form Type:
- Corrections to Section 1:

At the bottom of the form are two buttons:  and .

A "Message from webpage" dialog box is open, displaying a yellow warning triangle icon and the text: "SSN found in DCPDS Data Feed". The dialog box has an "OK" button at the bottom right.

The footer of the page includes the text "Powered by entellitrak®" and a zoom level of 150%.

# UC Claim Create Screen cont'd

- If there are any previous claims you will see them above the claim information section

The screenshot shows the 'TRACKING INBOX' section of the DCPAS DIUCS v1.0 application. A yellow attention banner at the top displays a warning icon and text: 'Attention: Here are some similar records. Please verify they are not duplicates by checking the SSN, First Name, Middle Name, Last Name, State Filed, Created date or Agency CPO. 04/11/2017. To save this anyways, click Create New Case to continue.' Below this, the 'CLAIM INFORMATION' section contains several input fields and dropdown menus. The 'SSN' field has a search button. The 'Last Name' field is empty. The 'DOD Component' is set to 'AR'. The 'First Name' field is empty. The 'Subelement Code' is set to 'ARHR'. The 'Middle Name' field is empty. The 'Agency CPO' is set to 'DE'. The 'NAF' field is set to 'No'. The 'FIC Code' is set to '422-Army'. The 'State Filed' dropdown is set to 'Select a state...'. The 'Challenge Intended' radio button is set to 'Yes'. The 'Federal Service Verified' radio button is set to 'Yes'. The 'Date Claim Created' is set to '10/10/2017'. The '931 Form Type' dropdown is set to 'Select a form type...'. At the bottom, there are two buttons: 'Create New Case' and 'Cancel'.

NOTE: Always create a NEW CLAIM for each 931 request. Previous claim in the system are for reprint only.

# UC Claim Create Screen cont'd

- Choose the state where the request came from using the drop list.
- Choose 931 form type. Choices are 931 or 931A
- Enter DATE 931 UCFE (This is the date when the claim was created at the State UC office)
- Enter DATE 931 RECEIVED (This is the date when the claim was received in your office)
- Click on Create New case. You will be routed to the CLAIM INFORMATION SCREEN

The screenshot displays the UC Claim Create Screen in a web browser. The URL is <https://cacdiucs3.cpms.osd.mil/dod-diucs-prd/tracking.base.create.request.do?dataObjectKey=object.unemploymentClaim>. The browser's address bar shows the URL, and the page title is "cacdiucs3.cpms.osd.mil". The page has a navigation bar with "HOME", "TRACKING INBOX", "SEARCH", and "REPORTING". Below the navigation bar, there is a breadcrumb trail: "Tracking Inbox > New Unemployment Claim >".

An "Attention" message is displayed: "Here are some similar records. Please verify they are not duplicates by checking the SSN, First Name, Middle Name, Last Name, State Filed, Created date or Agency CPO. 04/11/2017. To save this anyways, click **Create New Case** to continue."

The "CLAIM INFORMATION" section contains the following fields:

SSN	Last Name	DOD Component	AR
	First Name	Subelement Code	ARHR
	Middle Name	Agency CPO	DE
	NAF	FIC Code	422-Army

Below the table, there are two rows of fields:

State Filed	Select a state...	Challenge Intended	<input type="radio"/> Yes <input checked="" type="radio"/> No
Date Claim Created	10/10/2017	Federal Service Verified	Yes
931 Form Type		Correction to Section 1	

At the bottom of the form, there are two buttons: "Create New Case" and "Cancel". A red circle highlights the "State Filed", "Date Claim Created", and "931 Form Type" fields.

# UC Claim Create Screen cont'd

- If you plan to challenge the claim click on YES under challenge intended. The default is NO
- DIUCS has a default to print the last 6 pay quarters but you could print up to 9
- To move to the next screen look to the left and click on PERSONNEL

The screenshot shows the DCPAS DIUCS v1.0 web application. The browser address bar displays the URL: <https://cacdiucs3.cpmis.osd.mil/dod-diucs-prd/tracking.base.open.request.do?dataObjectKey=object.unemploymentClaim&trackingId=119652064>. The application has a navigation menu on the left with options: Unemployment Claim, Case Files, Personnel, Payroll, Quarterly Benefits, Total Benefits, Appeal Status, and Assignments. The top header includes tabs for HOME, TRACKING INBOX (selected), SEARCH, and REPORTING. The main content area displays a table of claim data and a 'CLAIM INFORMATION' section.

UC Claim Number	SSN	DoD Component	Agency CPO
FIC Code	Last Name	First Name	Middle Name
422-Army			
Subelement Code	NAF	Fiscal Year	Quarter End
ARHR	No	2017	6/30

**CLAIM INFORMATION**

State Filed: **Nevada** Challenge Intended: ☒ Yes ☐ No  
 Date Claim Created: **04/11/2017** Federal Service Verified: **Yes**  
 931 Form Type: **931** Corrections to Section 1:   
 Date 931 UCFE:  (mm/dd/yyyy) Pay Quarters to Print:   
 Date 931 Received:  (mm/dd/yyyy)  
 Date 931 Returned:  (mm/dd/yyyy)

Buttons: Run 931 Report, View Agency CCPO Info, Printer Friendly Format

# UC Claim Create Screen cont'd

- Enter the DATE OF SEPARATION from the SF-50 and if the LAST DAY OF ACTIVE PAY didn't populate, use the effective date action from the SF-50.
- Click YES if SF-8 was furnished.
- Type the reason for separation under SEPARATION REASON TEXT from the SF-50.
- Click SAVE.
- Click UNEMPLOYMENT CLAIM to go back to the main page to print 931/931A.

DCPAS DBUCS v1.0

HOME TRACKING INBOX SEARCH REPORTING

Tracking Inbox > Unemployment Claim > Personnel

Assignment: No Assignment

Personnel

**UC Claim Number** 364666 **SSN** AR **DoD Component** AR **Agency CPO** DE

**FIC Code** 422-Army **Last Name** **First Name** **Middle Name**

**Subelement Code** ARHR **NAF** No **Fiscal Year** 2017 **Quarter End** 6/30

**POSITION INFORMATION**

Position Title **SUPERVISORY STAFF ADMINISTRATOR** Step **05**

Pay Plan **GS** Date Start Present Position **03/25/2017** Employment Type **FULL TIME EMPLOYEE IN PAY STATUS**

Series **MISCELLANEOUS ADMINISTRATION & PROGRAM (0301)** Grade **12**

**PAY INFORMATION**

Basic Hourly Rate **34.06** Duty Hours Work Day **40**

Total Hourly Rate **39.49** Duty Hours Work Week **40**

Date of Separation **03/25/2017** Last Day of Active Pay **03/25/2017**

**ORGANIZATION INFORMATION**

DoD Civilian Employee **Yes** MAJCOM **2241**

Base Name **MAJCOM** POI **2241**

Duty State **MAJCOM** PAS Info **2241**

Program Element **MAJCOM** UIC **2241**

**OTHER PERSONNEL INFORMATION**

SF-8 Furnished **Yes**

Separation Reason Code **HC-TERMINATION-LOSS OF COMPATIBLE MILITARY MEMBERSHIP**

Separation Reason Text **REMOVAL-LOSS OF COMPATIBLE MILITARY MEMBERSHIP ARMY CIVILIAN UC PR**

File Generated **03/25/2017**

Save Spell Check Delete

Powered by emetalk®

# UC Claim Create Screen cont'd

- Click RUN 931 REPORT, a message will appear click OK. DIUCS will generate a PDF 931 reply.

The screenshot displays the DIUCS UC Claim Create Screen. The browser address bar shows the URL: <https://cacdiucs3.cpmc.esd.mil/dod-diucs-pd/tracking-base/update-request.do?trackingId=119528645;dataObjectKey=object-unemploymentCl...>. The page title is "DCPAS DBUCS v1.0". The navigation bar includes "HOME", "TRACKING INDEX", "SEARCH", and "REPORTING". The "TRACKING INDEX" tab is selected, showing "Tracking Index" and "Unemployment Claim".

The main form area contains the following sections:

- Unemployment Claim**: A table with fields for UC Claim Number, SSN, DoD Component, Agency CPO, FIC Code, Last Name, First Name, Middle Name, Subelement Code, NAF, Fiscal Year, and Quarter End.
- CLAIM INFORMATION**: A section for Nevada with fields for State Filed (04/11/2017), Date Claim Created (931), 931 Form Type (UCFE), Date 931 UCFE (04/06/2017), Date 931 Received (04/10/2017), Date 931 Returned (04/11/2017), Challenge Intended (Yes/No), Federal Service Verified (Yes/No), and Corrections to Section 1 (6).
- Total Benefits**: A section for State with a table for Benefits Paid (No data available in table).
- Quarterly Benefits**: A section for State with a table for Benefits Paid (No data available in table).

A "Message from webpage" dialog box is displayed in the center, asking "Do you want to save the claim?" with "OK" and "Cancel" buttons.

The bottom of the screen shows a taskbar with various application icons and a system tray with the date and time (11:00 AM 10/11/2017).



# UC Claim Create Screen cont'd

- Print two copies of the 931 reply, one copy goes to the unemployment office with the SF-50 and the other copy gets filed with the original request form. Ensure you sign both copies.

The screenshot displays a web browser window with the URL <https://duics3tby.cpmis.osd.mil/dod-duics-tst/report/view/request.do?serializedParameters=OAB0N0yABF-qYZhLnVhWwu5GZaE1hcAUH2JHDF>. The browser tabs include 'cacduics3.cpmis.os...', 'duics3tby.cpmis.os...', and multiple instances of 'DCPAS DBUCS v1.0'. The page title is 'NEW DBUCS IC ONLY'.

The form is titled 'Reply to ES-931 Request for Wage and Separation Information' and is divided into several sections:

- Section I - Identification Data**
  - SSN: 880-60-1821
  - Position: HUMAN RESOURCES SPECIALIST (EMPLOYEE)
  - Corrections to Section I Date:
  - Verification of Federal Service: Y If No, Explain:
  - Duty State:
  - Employment Type: FULL-TIME EMPLOYEE IN PAY STATUS
  - Base Period Wages table (see below)
  - Base and Lag Total: \$95,920.40
- Section II - Federal Agency Reply**
  - Estimated Amt., Paid Amt., Hour's Paid, Date Paid, Period From, Period To table (see below)
  - Reason for separation:
  - Signature of Official: [Signature]
  - Title: [Blank]
  - Date: 421-0102
  - Agency Code: 421-0000
  - Name of Parent Federal Agency: DO
  - Servicing Outlier Personnel Office to which all UCPE inquiries for this individual should be addressed:
  - Agency Name: DIA Columbus OH 43216-0000
  - City, State, Zip: Columbus OH 43210-0990
  - UCPA Name: Christine Krueger
  - Commercial Phone: (614) 892-8021
  - Fax: (614) 892-8027

QTR	YR	Ending Date	Gross Wages	Hours	Weeks
4	2016	12/31/2016	\$7,687.20		
3	2016	9/30/2016	\$18,636.80		
2	2016	6/30/2016	\$16,894.40		
1	2016	3/31/2016	\$15,936.80		
4	2015	12/31/2015	\$18,373.60		
3	2015	9/30/2015	\$19,091.60		

	Estimated Amt.	Paid Amt.	Hour's Paid	Date Paid	Period From	Period To
Terminal Annual Leave Payment:	0	0	0			
Severance Payment:	0	0	0			
Incentive Payment:	0	0	0			



# DIUCS REPORTS

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## AVAILABLE REPORTS IN DIUCS

Currently, there are **9 reports** that are available:

Agency CCPO Full Information- Provides the Point of Contact (POC) for requesting claimants information:

1. Agency CPO
2. Agency Subelement Code Listing
3. ES-931 Log
4. ES-931A Log
5. Multiple Base Wages Report
6. UC Benefits Paid by Billed Agency Quarterly
7. UC Directory Information

There are 4 reports that are under development:

1. Agency Cost by State Bill and DOL Invoice
2. Benefits View Report
3. Claimants of Unemployment and Injury Compensation
4. DOD Component List

# **THE NEW UCFE AUTOMATION**

## **Federal-State Data Exchange System (FSDES)**

Department of Labor launched this system this year for the following purposes:

- To improve, streamline and automate the Unemployment Compensation for Federal Employees claims processing and billing.
- To encourage paperless data exchange by fully automating the exchange of State claim filing data to the Federal Agencies.
- To standardize and automate the process for providing State detailed quarterly billing information to the Federal Agencies.

# UCFE AUTOMATION SYSTEM

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Enables secure electronic exchange of UCFE:

- Claims forms between States and Federal agencies.
- Billing information between States and Federal agencies.
- Protects Federal personnel's Personally Identifiable Information (PII).
- Enhances overpayment prevention and fraud identification.
- Ensures up to date and accurate information in the Federal Agency Directory and State Profiles.
- Reduces staff time costs
- Reduces postage costs.

# REFERENCES

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- 5 U.S. Code § 8501: Unemployment Compensation
- 5 U.S. Code § 8509: Federal Employees Compensation Account
- 20 CFR Parts 604, 609
- UCFE Instructions for Federal Agencies
- State UC Statutes
- DoDI 1400.25 Volume 850

# INTERNET RESOURCES

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- Electronic SF-8: <http://www.gsa.gov/portal/forms/download/116362>
- Defense Civilian Personnel Advisory Service UC DoD Instruction 1400.25, Volume 850 : <https://www.dcpas.osd.mil/>
- Electronic ES-931 in DIUCS : <https://cacdiucs3.cpms.osd.mil/>
- Information on Specific State Unemployment Insurance Programs: <https://www.careeronestop.org/localhelp/unemploymentbenefits/unemployment-benefits.aspx>
- DOL Employment & Training Administration UCFE Page: <http://ows.doleta.gov/unemploy/unemcomp.asp>
- Comparison of State Unemployment Insurance Laws: <https://oui.doleta.gov/unemploy/comparison/2010-2019/comparison2018.asp>